



# Office of the City Clerk

## Weekly Report – for Week Ending December 13, 2013

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### OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Neighborhood Council (NC) Elections** - Staff processed hiring documents and conducted training for the Independent Election Administrators who will be coordinating all of the NC elections in their region.

**Neighborhood Council Elections** - Staff training on the candidate processing system was conducted.

**City Elections** - Staff is developing calendars and cost estimates to conduct a potential special election for Los Angeles Unified School District (LAUSD) Board Member Seat 1.

**City Elections** - Staff has begun drafting a report to revise and update the Election Code. Proposed changes are minor and serve to comply with new state laws, codify current election practices and/or make technical revisions. The revised Code must be adopted by early April to be effective for the 2015 election cycle.

**Neighborhood and Business Improvement** - Division staff met with the proponents for the proposed Central Avenue Business Improvement District (BID) relative the release of a Request for Proposal for a consultant study to create a new BID in this area.

**Neighborhood and Business Improvement** - The City Attorney's Office, along with City Clerk staff, continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following Business Improvement Districts: Byzantine Latino Quarter, Panorama City, Arts District CCLA, North Hollywood and Greater Leimert Park Village.

**Neighborhood and Business Improvement/Systems** - Modifications to the accounting reports system were completed.

**Council and Public Services/Systems** - For the Automated Agenda Management Project, a demo to the Council and Public Services Division was completed for Committee Agendas. Training and testing will move forward.

**Records Management Division** - A letter rejecting all proposals was sent to all proposers for the City off-site record storage contract. Council approval is required for an extension for the current contract in order for a new Request for Proposal with a longer term and stronger evaluation criteria to be issued.

**Economic Development Committee** - On December 10, 2013, the Committee recommended approval of the Arts District Los Angeles (ADLA) Management District Plan and Engineer's Report to move forward to a Proposition 218 balloting procedure. In a separate action, the Committee recommended maintaining the Business Improvement District program with the City Clerk for an additional six months.

**Council and Public Services** - The last day for City Council this year is December 18, 2013. Council will resume after Winter Recess on January 7, 2014.

### UPCOMING . . . .

**Neighborhood Council Elections** - Candidate Filing for the first of 11 regions begins December 16, 2013.

**Council** - On December 18, 2013, Council is expected to consider maintaining the BID program with the City Clerk for an additional six months.

**Elections** - On December 17, 2013, the LAUSD Board is expected to meet to discuss vacancy options for Seat 1. They may either appoint or ask the City to conduct a special election.

**Ethics Department Request for GIS Services** - The City Clerk Systems Division will be geo-coding addresses of campaign contributors and identify the council districts in which the addresses fall within. Data and maps will be produced for the Ethics Department.

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### TOP ISSUES

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- **Neighborhood Council Elections**
  - **Potential LAUSD Seat 1 Special Election**
  - **Rejection of all proposals for off-site record storage**
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